

First Steps of Federal Contracting

DUNS Number Application Process

Type <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> into your browser address bar and you will be directed to the website below.

The screenshot shows the 'Company Lookup' section of the D&B website. At the top, there are two buttons: 'Company Lookup >' and 'Search >'. Below these is a 'Search' heading. On the left side, there is a dark blue sidebar with white text links: 'D&B D-U-N-S Request Home Page', 'About the D&B D-U-N-S Number', 'Frequently Asked Questions (FAQ)', 'D&B, CCR, Grants Contacts', 'D&B's Privacy and Data Policy', and 'Accessibility'. The main content area has a light gray background with the text: 'Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com'. Below this text is a dropdown menu labeled 'Select a country or territory ...' and a dark blue button labeled 'Continue'.

Select **Guam** from the **Select a country or territory...** dropdown menu and click **Continue**.

Fill in Business Name, Street, City, Phone, and verification code.

Notice there is no ZIP Code or State.

Click **Submit**

D&B will now search for your information in its database.

[Company Lookup >](#) [Search >](#)

Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

GUAM

Continue


Enter the following information for companies located in GUAM and click the submit button to execute your search.

Business Name

Street

City

Phone



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[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

Submit

After D&B does its search and your information does not show up, you will see the screen below:

[Company Lookup >](#) [Search >](#) [Results >](#)

Search Results

Sorry! No results were found matching your search request.
Please try one of the following:

[Search Again](#) (try a former business address) OR

[Request a New D-U-N-S Number](#)

Click **Request a New D-U-N-S Number**

The next D&B screen is broken into 2 slides.

Here, the only required fields are Legal Structure and all fields in the Physical Address section.

For State, enter **Guam**.

For ZIP Code, enter the 9 digit ZIP code.

If you don't know the 9 digit ZIP Code, check here:
<https://tools.usps.com/go/ZipLookupAction!input.action>

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
? Legal Name	ABC Company
? Legal Structure	Select one ▼
? Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
? Phone Number of Business	6714770001
Physical Address	
? Street	123 Marine Corps Drive
? City	Hagatna
? State	
? Zip Code + 4/Postal Code	
Country	GUAM ▼
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
? Street/ P.O. Box	
City	
State	
Zip Code + 4/Postal Code	
Country	Select one ▼

The required information on this slide is Executive Name, Primary Sic, and Number of Employees.

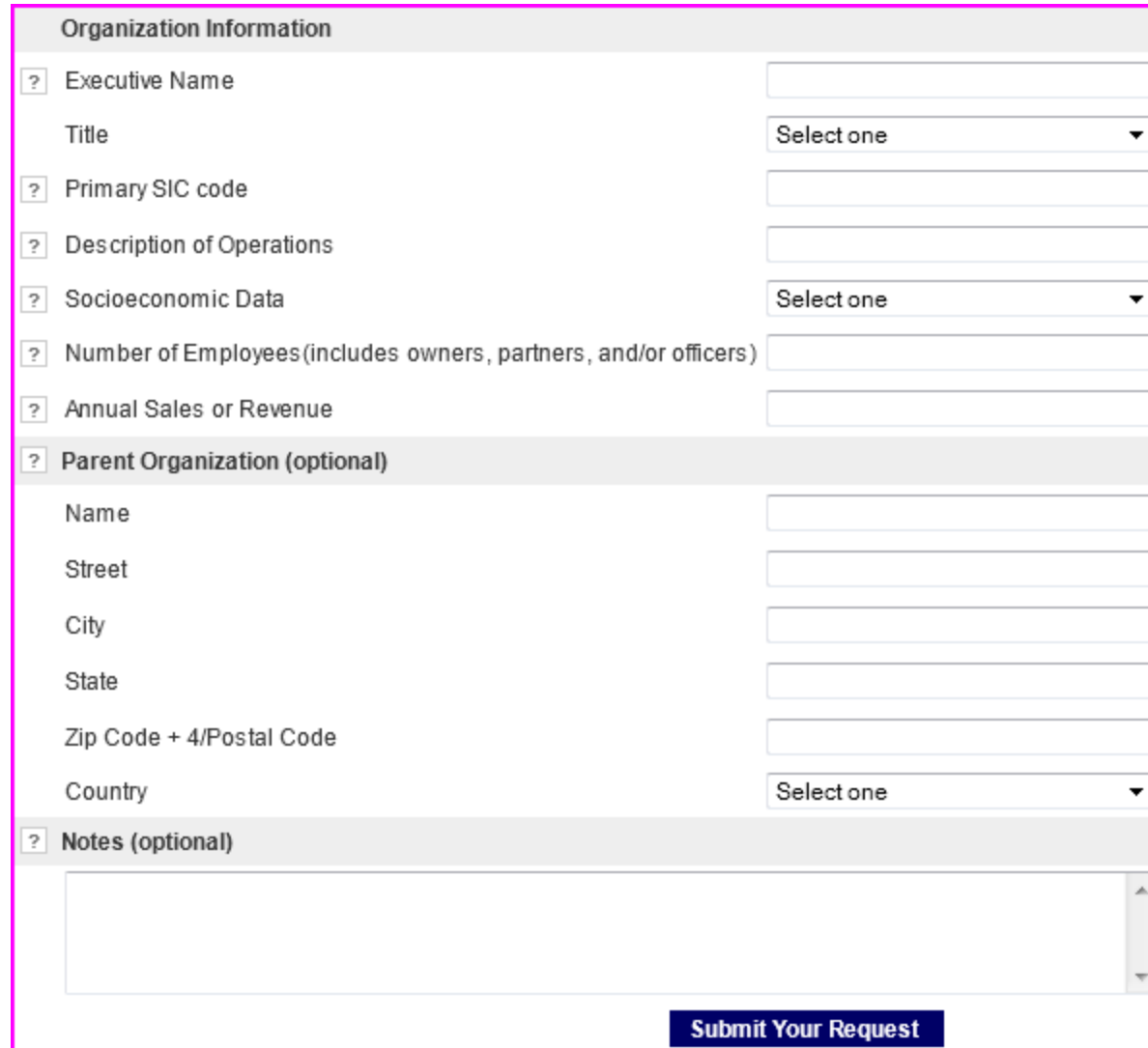
You can find the Primary SIC code here:

<http://www.osha.gov/pls/imis/sicsearch.html>.

Screenshot below:



The screenshot shows the OSHA website header with the United States Department of Labor logo. Below the header, there are links for "OSHA QuickTakes", "Newsletter", and "RSS Feed". The main navigation bar includes "Occupational Safety & Health Administration" and tabs for "Home", "Workers", "Regulations", and "Enforcement". A section titled "STATISTICS & DATA | SIC MANUAL" is visible. The text below states: "This page allows the user to search the 1987 version SIC manual information for a specified 2,3,4-digit SIC, and to examine the". At the bottom, there are input fields for "Enter a SIC CODE:" and "Enter the search keyword(s):", along with "Submit" and "Clear" buttons.



The screenshot shows a form titled "Organization Information". It contains the following fields:

- Executive Name (text input)
- Title (dropdown menu, currently showing "Select one")
- Primary SIC code (text input)
- Description of Operations (text input)
- Socioeconomic Data (dropdown menu, currently showing "Select one")
- Number of Employees (includes owners, partners, and/or officers) (text input)
- Annual Sales or Revenue (text input)
- Parent Organization (optional) (section header)
- Name (text input)
- Street (text input)
- City (text input)
- State (text input)
- Zip Code + 4/Postal Code (text input)
- Country (dropdown menu, currently showing "Select one")
- Notes (optional) (text area)

A blue button labeled "Submit Your Request" is located at the bottom right of the form.

When finished, click **Submit Your Request**

Verify that your information is correct.

If all is OK, click **Yes, Continue**

Verification Page

Company Name	
<input type="checkbox"/> Legal Name	ABC Company
<input type="checkbox"/> Phone Number of Business	6714770001
Physical Address	
<input type="checkbox"/> Street	123 Marine Corps Drive
<input type="checkbox"/> City	Hagatna
<input type="checkbox"/> State	Guam
<input type="checkbox"/> Zip Code + 4/Postal Code	969210001
Country	GUAM
Organization Information	
<input type="checkbox"/> Executive Name	Joe Cruz

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [**Title 18, Section 1001 of the US Criminal Code**](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

This is the information that you will be submitting, is this correct?

Yes, Continue

No, Change Information

Fill out the information.

Choose: Vendor, Grantee, or Both.

Check the **Yes** box and enter the verification code.

Click **Submit Your Request**

Thank You

Your D-U-N-S Number will be sent to the e-mail address you provided.

If you have any questions, please contact govt@dnb.com.

Your DUNS number should be emailed to within 2 days.

If not, follow-up at samhelp@dnb.com

Best to **wait 48 hours** after you receive your DUNS number to setup SAM account.

Contact Information

Please Complete the following information so we may process your request.

Note: All fields are required.

Your Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text" value="Select one"/>
Phone	<input type="text"/>
E-mail	<input type="text"/>
Re-Enter E-mail	<input type="text"/>

Please indicate only one category that describes the relationship you have or plan on seeking for providing goods and services under the legal business name you indicated:

- ☒ Federal Government Contractor or Vendor
- ☐ Federal Government Grantee or Applicant
- ☐ Both, Federal Government Contractor and a Federal Government Grantee
- ☐ U.S State Contractor or Grantee, please indicate which U.S State

Do you understand that issuance of a D-U-N-S Number may lead to D&B contacting you periodically to maintain the accuracy of your entity's information on file?

☐ Yes



[Click here for a new image](#)
[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

Submit Your Request

First Steps of Federal Contracting

How to register in SAM

4. When should I create my account in SAM?

- It depends
- If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.
 - If you have opted out of the public search, your record will not display when you perform a public search. To see your record, you need to create an account in SAM and migrate your account from CCR.
- If you are a government staff member and you need to access non-public data, you should create your account now.
- If you are an entity with an expired record and you need to activate your record for an impending award opportunity, you should create your account now and migrate your roles from CCR.
 - NOTE: Once you update your record in SAM, it will take 48 to 72 hours to complete the TIN match and CAGE validation processes, just like it did in CCR. You will be notified via email when the process is complete and your record is active in SAM. SAM cannot expedite this process.
- If you are an entity with an active record and you need to update information in order to get paid or receive an impending award, then you should create your account now and migrate your roles from CCR.

6. Do I need to migrate anything?

- It depends
- If you had access to edit a record in CCR, you need to migrate your CCR account before you can edit that record in SAM (see question 4 for guidance on when to migrate). If that CCR record has an associated ORCA record, once you migrate the CCR account, you will also have access to the ORCA record.
- If you had access to edit a record in FedReg, you need to migrate your FedReg account before you can edit that record in SAM.
If you had exclusions roles in EPLS, you need to migrate your EPLS account.
- If you had CCR Tools - Proprietary access you DO NOT need to migrate that role. Your account was created for you, your role was migrated for you. You received an email from askSAM@gsa.gov regarding the process for getting access to your account.
- If you had other roles in SAM (e.g., CCR Tools - Sensitive access, the ability to edit an entity record, the ability to add exclusions), then you can migrate those roles after you create your account in SAM.

If you need help with migration, please see the Quick Start Guide for Migration, which you can find in the SAM HELP section.

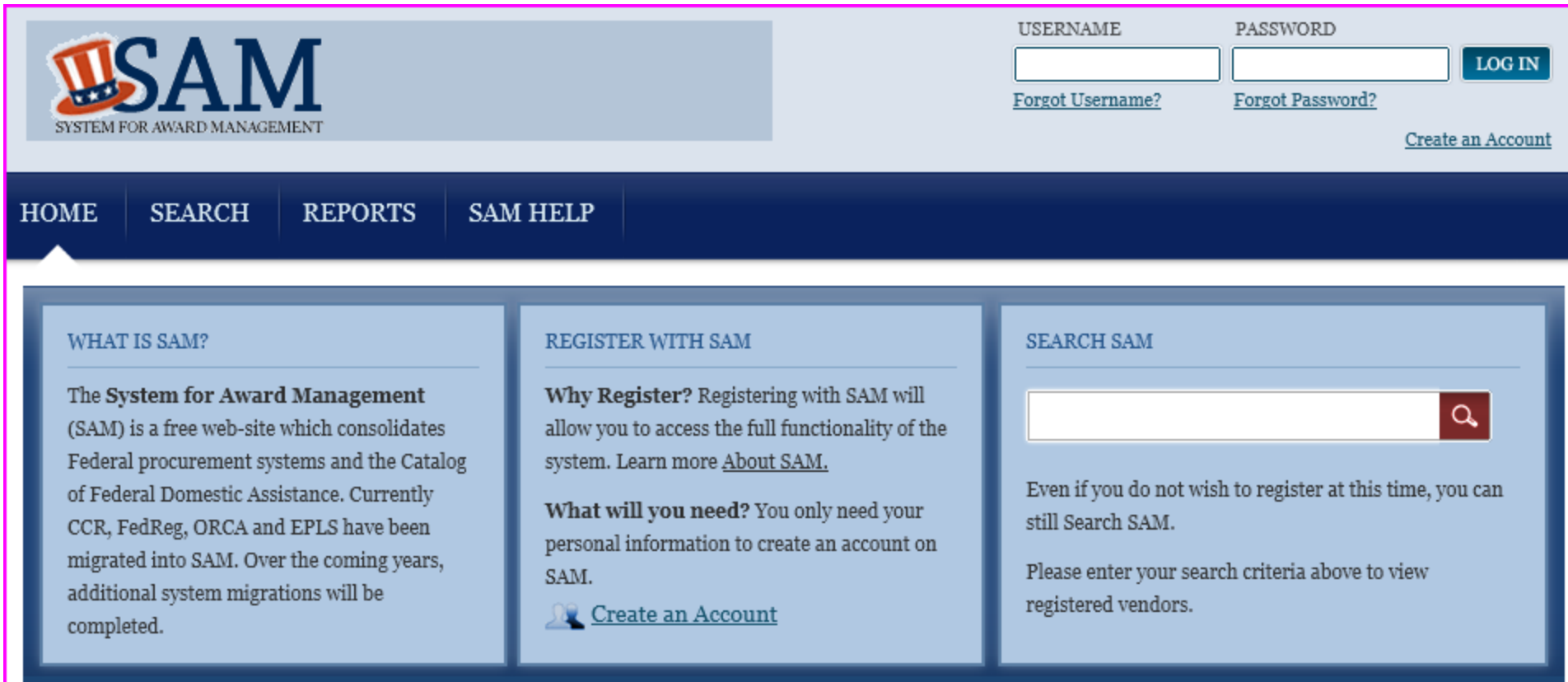


Steps for Migrating Your Roles

1. Go to www.sam.gov
2. Create a Personal Account and Login
3. To begin the migration process click either:
 - ✓ “Yes” next to “Would you like to migrate a legacy system account?” on the “My SAM” welcome banner, or
 - ✓ “Migrate Legacy System Account” under “Manage My User Roles” on your “My SAM” page.
4. Select the legacy systems where you have accounts
5. SAM checks to see if your SAM account email address matches your legacy account email address.
 - ✓ If YES, your legacy roles will be automatically migrated to SAM.
 - ✓ If NO, SAM will send an email to your legacy account email address. Click the link in the email and log back in using your SAM username and password. Your roles will now be active.

STEP 1

Type www.sam.gov into your browser and this will be the first page you see:



The screenshot shows the SAM (System for Award Management) website homepage. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo are input fields for "USERNAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below these is a link to "Create an Account". A dark blue navigation bar contains links for "HOME", "SEARCH", "REPORTS", and "SAM HELP". The main content area is divided into three columns. The first column, titled "WHAT IS SAM?", describes the system as a free web-site consolidating federal procurement systems. The second column, titled "REGISTER WITH SAM", explains why to register and provides a link to "Create an Account". The third column, titled "SEARCH SAM", features a search input field with a magnifying glass icon and text encouraging users to search even if they don't register.

SAM
SYSTEM FOR AWARD MANAGEMENT

USERNAME PASSWORD [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH](#) [REPORTS](#) [SAM HELP](#)

WHAT IS SAM?

The **System for Award Management** (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.


REGISTER WITH SAM

Why Register? Registering with SAM will allow you to access the full functionality of the system. Learn more [About SAM](#).

What will you need? You only need your personal information to create an account on SAM.

[Create an Account](#)

SEARCH SAM



Even if you do not wish to register at this time, you can still Search SAM.

Please enter your search criteria above to view registered vendors.

Click **Create an Account**

STEP 2 Choose which account type you need to create:

Account Registration

Choose Account Type

Individual Account Details

Choose an Individual Account

- * If you need to perform tasks such as register your entity (legacy CCR/FedReg and ORCA functionality).
- * If you need to create and manage exclusion records (legacy EPLS functionality).
- * If you require CCR Tools type of functionality to view non-public level data for entity management registration records and exclusion records.
- * If you are the only person in your entity who needs access to the extract/web service.
- * Unless you know you need a system account, you should create an individual account.

Once the account is created, you will have the opportunity to associate yourself with either a federal or a non-federal entity. This can be performed by either registering your non-federal entity, migrating your roles from legacy systems or by requesting roles with an entity.

Click the "Create an Individual Account" button below to begin.

Create an Account

System Account Details

Choose a System Account

- * If the account involves system-to-system communication or you are automating your pull of the data.
- * If multiple people in your entity need access to the same extracts/web services. You may have up to three POCs on each System account.
- * You will not be able to request roles with an entity.
- * You **cannot** register an entity or manage exclusion records with a system account. This account is only for system to system communications.

In SAM, access to data is granted by Functional Area and Sensitivity Level. Once you have been granted access, you can access the respective data packages via any protocol and file formats in which they are distributed. It is recommended that a SAM specific email address be established for all communications.

Click the "Create a System Account" button below to begin.

Create System Account

Click **Create an Account**

STEP 2 – Continued

Enter the information
required.

Click **NEXT**

Personal Information

Page Description

Please provide your personal information requested below.

Fields marked with an asterisk (*) are mandatory.

Title :	<input type="text" value="Mr."/>
First Name* :	<input type="text" value="Boris"/>
Middle Initial :	<input type="text"/>
Last Name* :	<input type="text" value="Hertslet"/>
Suffix :	<input type="text"/>
Email Address* :	<input type="text" value="boris@guam.net"/>
Confirm Email Address* :	<input type="text" value="boris@guam.net"/>
Phone* :	<input type="text" value="6714879161"/>
Phone Extension :	<input type="text"/>
Fax :	<input type="text"/>
Address Line 1 :	<input type="text"/>
Address Line 2 :	<input type="text"/>
City :	<input type="text"/>
State/Province:	<input type="text" value="Please select a value"/>
Country*:	<input type="text" value="UNITED STATES"/>
ZIP/Postal Code:	<input type="text"/> <input type="text"/>

CANCEL

NEXT

STEP 2 – Continued

Enter the information required.

Click **NEXT**

Account Information

Page Description

Please enter the following information for your SAM account.

Username* :

Warning: Once created, username cannot be changed in SAM.

Password* :

Confirm Password* :

Security Question 1* :

Security Answer 1* :

Security Question 2* :

Security Answer 2* :

Security Question 3* :

Security Answer 3* :

CANCEL

BACK

NEXT

STEP 2 – Continued

SAM then lets you review your information to validate that it is correct.

If correct, click **SUBMIT**

Summary

Page Description

Please validate that the information below is correct. Once you submit, your account will be created and you will no longer be able to change the user name. Click 'Edit' in the appropriate section if you need to make changes before continuing.

Personal Information

[EDIT](#)

Title :	Mr.
First Name :	Boris
Middle Initial :	
Last Name :	Hertslet
Suffix :	
Email Address :	boris@guam.net
Phone :	6714879161

Account Information

[EDIT](#)

Username :	Villa1212
Password :	*****

[CANCEL](#)[BACK](#)[SUBMIT](#)

STEP 2 – Continued

SAM confirms your account was created and sends you an email:

Create Account: Personal

Account Created - Confirmation

Confirmation

Mon Jul 30 19:49:46 EDT 2012

Congratulations! Your SAM account has been created. An email will be sent to the email address you provided to validate you have access. Please click on the link in the email and then login to activate your account. Use the Done button to continue.

Click **DONE** and go check your email.

Subject: Welcome to the U.S. Federal Government's System for Award Management (SAM)
From: notification@sam.gov
Date: Tue, July 31, 2012 9:49 am
To: boris@guam.net
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message Details](#)

This email was sent by an automated administrator. Please do not reply to this message.

Thank you for registering in the U.S. federal government's System for Award Management (SAM).

Your Username is: Villa1212

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process.

<https://www.sam.gov/portal/public/SAM?activationCode=uVPZOX834D1ItH9>

You may also copy and paste the URL into your browser address line to go directly to the web page.

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,
The System for Award Management (SAM) Administrator
<https://www.sam.gov/portal/public/SAM>

STEP 2 – Continued

Here is the email.

Click on the link to complete SAM registration.

STEP 2 – Continued

Enter your Username and Password.

Login

Enter Username and Password

Login

Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.

Username :

[Forgot Username?](#)

Password :

[Forgot Password?](#)

Login

Click **Login** to continue

STEP 2 – Continued

SAM confirms your activation of your SAM account.

Name: Mr.Boris Hertslet

Account Activated - Confirmation

Confirmation

Mon Jul 30 20:12:51 EDT 2012

Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the **Done** button to continue.

PRINT

SAVE

DONE

Click **DONE** to continue

STEP 2 – Continued

Read the SAM Terms and Conditions

SAM Terms and Conditions

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

DECLINE **ACCEPT**

If you agree with them, click **ACCEPT** to continue

STEP 3

Here is your SAM home page:

MY SAM	
Manage My User Roles	<div>Welcome, Boris Hertslet</div> <div>Would you like to migrate a legacy system account? <input type="button" value="YES"/> <input type="button" value="HIDE MESSAGE"/></div> <hr/> <p>Welcome to SAM!</p> <p>The page you are on now is your "My SAM" page. This is the first page that you will see when you login. From here you can access the functionality that you need to do your job.</p> <p>If you had an account in CCR, EPLS, or FedReg, you should first migrate your permissions from your old account to your new SAM account. Click the "YES" button above to begin the process. Please note that all entity registrations (such as your CCR and ORCA registration) and records have already been migrated from the legacy systems to SAM.</p> <p>Along the left side of the page are your navigation links. These links give you access to different parts of SAM. As you gain permissions in SAM, new ones will appear. These links are grouped by category.</p> <p>Click on a category to see the related links.</p> <p>"Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or manage the ones that you have.</p> <p>"Manage Entity" - Here you will find the links to manage your entity registrations (formerly CCR, ORCA or FedReg registrations).</p> <p>"Data Access" - If you need access to extracts or want to view sensitive data (such as TIN or banking information) through search, this section will contain all the information you need to get started.</p> <p>Once again, welcome to SAM. If you have any questions or issues click the "SAM Help" tab above for training materials, FAQs, and SAM Help Desk information.</p>
Manage Entity	
Account Settings	
Data Access	
General	

Click **YES** to migrate your CCR permissions to SAM

Select Legacy Systems

Select Legacy Systems

Please select the legacy systems for which you would like to migrate an account. The system will check if a legacy account in the selected systems below has the same email address as the one identified on your SAM account.

- ☐ Central Contractor Registration (CCR) / CCR Tools
- ☐ Federal Agency Registration (FedReg)
- ☐ Excluded Parties List System (EPLS)

ORCA accounts cannot be migrated to SAM, if you require the ability to modify your entity's Reps & Certs, you will need to request the Entity Registration Representative role. Please migrate your CCR accounts prior to requesting the Entity Registration Representative role.

NEXT

STEP 4

Select the Legacy System you want to migrate to SAM.

Read the note about ORCA.

Click **NEXT** to continue.

Select Legacy Accounts

Select Legacy Accounts

If a match was found for a system, please select to migrate the matching result. If no results were found, please enter a different email address to perform another search. If additional information is required, you will be prompted for your legacy system account username.

CCR

☐ Account associated with: boris@guam.net

OR

☐ Enter Email Address:

PREVIOUS

NEXT

STEP 5

SAM found a matching email address.

Select the Account associated with:

Click **NEXT** to continue.

Summary

Summary

Please validate the information below is correct before submitting. Use the **EDIT** button to make changes to the appropriate sections.

Legacy Accounts

[EDIT](#)

System Name : CCR
Username : villa1212
Email Address : boris@guam.net

For legacy accounts that have the same email address as your SAM email address, no further action is required. The roles will be migrated upon using the **Submit** button.

For legacy accounts that DO NOT have the same email address as your SAM email address, you will need to validate you have access to that email address. An email will be sent to the legacy system email address upon using the **Submit** button. Please follow the instructions in the email to migrate the roles to your SAM account.

[SUBMIT](#)

STEP 5

Make sure the information displayed is correct.

Click **SUBMIT** to continue.

Migrate Legacy Account

Confirmation

CCR

Use the **Done** button to continue.

[DONE](#)

STEP 5

One more confirmation screen.
Click **DONE** to continue.



www.guamptac.com

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